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DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

OPNAVINST 3500.34D

OP-112

25 JUL 1988

OPNAV INSTRUCTION 3500.34D

From: Chief of Naval Operations

Subj: PERSONNEL QUALIFICATION STANDARDS (PQS) PROGRAM

Ref: (a) OPNAVINST 5050.24C (NOTAL)

1. Purpose. To issue policy, procedures, and responsibilities for the Personnel Qualification Standards (PQS) Program.

2. Cancellation. OPNAVINST 3500.34C.

3. Background. The PQS program is a qualification system for officer and enlisted personnel to perform certain duties. A PQS is a compilation of minimum knowledge and skills necessary to qualify for a specific watch station, maintain specific equipment or perform as a team member within a unit. Originally the objective of PQS was to cover broad areas of rating duties. Now the emphasis of PQS development is to standardize and facilitate operator watch station qualification in surface ships and aircraft. Additionally, PQS may be developed for aircraft and surface maintenance technicians on a selected basis. The program is not designed as a training program, but provides many training objectives. Therefore, PQS should be used as a key element of a well structured and dynamic unit training program.

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4. Policy

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a. PQS use is mandatory except as suspended by Fleet Commanders in Chief with concurrence of the Chief of Naval Operations (CNO) and as follows:

(1) PQS will not be developed where existing qualification programs predating PQS are in use, such as the submarine qualification program, or be applicable to nuclear propulsion or fleet ballistic missile weapons systems which are handled under special procedures.

(2) If any of the following criteria apply to an aviation aircrew/maintenance skill or task, a PQS is not required:

(A)

(a) Formal certification program exists.

(b) Formal licensing program exists.

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(c) A Navy Enlisted Classification (NEC) exists and formal training is available.

(d) Task relatively simple.

(e) Limited applicability/utility (not cost effective).

(f) Design/configuration of supported system not stable.

b. A common PQS will be developed where fleet-wide applicability exists. Individual commands may tailor these packages to their configuration and special requirements. Qualification steps may be added but not deleted for reasons other than lack of a specific equipment.

R) c. Fleet activities are permitted to develop local qualification standards modeled after PQS. These standards are to be titled "Job Qualification Requirements (JQR)," to distinguish them from fleet-wide mandatory PQS and to allow the developing organization greater flexibility in tailoring the format, content and use to qualifier's needs. When an organization develops its own JQR it shall be forwarded to the type commander who may request assistance from the PQS Development Group to determine its applicability for similar units under type commander authority and verify accuracy. Type commanders may forward the JQR with endorsements to the PQS Development Group and the appropriate major staff office for determination of fleet-wide applicability. A copy of the JQR should also be sent to the Chief of Naval Education and Training for determination of related course applicability.

d. PQS will be developed in workshops convened by the PQS Development Group, a component organization of the Naval Education and Training Support Center, Pacific. Fleet Commanders in Chief and the Training Commands will normally provide Subject Matter Experts (SMEs) to support PQS workshops. The number of SME's will be the minimum essential to develop a quality PQS package. Workshops will normally not be scheduled for periods longer than two weeks without prior concurrence of the Fleet Commanders in Chief when fleet SMEs are to participate.

e. PQS Model Managers will be established when special circumstances require increased management attention to overcome development or revision problems with certain PQS. Normally, the appropriate system command acquisition manager will be designated as the PQS Model Manager for PQS requirements identified in Navy Training Plans. The PQS Model Manager for new PQS

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will provide materials for the PQS workshops until sufficient fleet expertise exists to take over PQS revision responsibilities.

f. Fleet PQS Model Managers may be assigned to provide special management of existing PQS. For example, a VP aircraft squadron has been designated as a PQS Model Manager to keep VP PQS aligned with current training concepts and equipment changes.

5. Responsibilities and action

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a. Chief of Naval Operations

(1) The Deputy Chief of Naval Operations (Manpower, Personnel and Training) (OP-01) shall:

(a) Promulgate policy for stating requirements, organizing, supporting and administering the PQS program.

(b) Approve the designation of PQS Model Managers when increased management attention is required to overcome development, revision or use problems with certain PQS.

(2) The Assistant Chiefs of Naval Operations for Surface Warfare (OP-03) and Air Warfare (OP-05) shall convene planning conferences for surface and aviation PQS to assess ongoing policies and programs, plan for future PQS development, approve requirements and set priorities for PQS and PQS support materials. Conferences shall be convened per reference (a) as required, but not more frequently than annually. They will issue the results of these conferences for use by the PQS Development Group.

b. Fleet Commanders in Chief

(1) Direct the standardized implementation and management of PQS Programs in units of their respective fleets with a minimum of administrative and reporting requirements.

(2) Evaluate unit PQS effectiveness as part of command inspection programs.

(3) Submit PQS Program change recommendations for program improvements and forward new or modified PQS requirements and requests for establishing PQS Model Managers, received through the chain of command, to the Chief of Naval Operations (CNO) via the Chief of Naval Education and Training (CNET) for coordination.

(4) Provide personnel with individual proven expertise to participate in development workshops.

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(5) Conduct thorough reviews of development workshop preliminary PQS to ensure the product is complete, technically correct and is an achievable qualification standard.

A) (6) Monitor Type Commanders' use of JQR.

c. Chief of Naval Education and Training

(1) Coordinate the approval and setting of priorities for PQS development with the appropriate CNO sponsors.

R) (2) Develop PQS training support material which has been approved by the CNO.

(3) Assign personnel to development workshops and ensure the compatibility of the PQS and shore training courses where appropriate.

(4) Review and approve PQS for publication, subject to concurrence by the commands concerned.

(5) Incorporate the use of PQS in shore-based formal training where course objectives address knowledge and skills included in PQS and certify such coverage of PQS to the command receiving the graduate.

(6) Integrate PQS into the objectives for which training support materials are developed and, when directed, consolidate reference material into a Qualification Study Package (QSP) for individual PQS.

(7) Conduct on-going liaison with Fleet Commanders in Chief to identify, develop and implement changes to the development process and content of PQS as well as to its interface with both shore training and fleet training support material in order that the PQS program may achieve its full effectiveness.

(8) Routinely review PQS development procedures to identify deficiencies in development, preparation and distribution of PQS products.

(9) Publish a total listing of PQS available to the fleet and current model managers at least annually and a listing of additions and revisions to the listing approximately once per quarter.

R) (10) Provide support to the applicable Systems Command in:

(a) Determining the requirement for task and skill analysis data upon which Navy workshops can write PQS for new construction units.

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(b) Determining the manner in which information to support PQS training is to be included in operational and maintenance technical manuals.

(c) Issuing instructions to effect proper coordination between new acquisition PQS Model Managers and the PQS Development Group. Coordinate approval of fleet recommended Model Managers for existing PQS with CNO (OP-01). (R)

d. Commander, Naval Military Personnel Command

(1) Include completion of appropriate PQS as prerequisites for assignment of those (NECs) which may be earned through on-the-job training.

(2) Provide for recording of PQS qualifications in service records as part of Navy training history.

e. Systems Commands

(R)

(1) Determine requirements for PQS development to support new ship classes, systems, equipments and aviation weapon systems and identify them in Navy Training Plans (NTPs).

(2) Review for technical accuracy and adequacy all PQSs and mandatory JQR related to ship classes, systems, equipments and aviation weapon systems.

(3) Provide for inclusion of information in operational and maintenance technical manuals which will enhance their use as training references in meeting the qualification requirements of PQS.

(4) Provide Personnel Performance Profiles to the PQS Development Group to be used in developing preliminary PQS for new systems and equipments.



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